



**2003-2004**

**STATE & NATIONAL  
OFFICER CANDIDATE  
INFORMATION**

# STATE OFFICER CANDIDATE ACTIVITIES 2003 STATE PBL CONFERENCE

<b>Friday March 28, 2003</b>		
8:30 – 8:45 a.m.	Officer Candidate Briefing	Wellington
8:30 – 9:45 a.m.	Officer Candidate Speeches (Voting delegates should attend)	Hermitage
1:30 – 2:00 p.m.	Officer Campaign Table Setup	Roanoke
2:00 – 3:00 p.m.	Officer Candidate Campaigning	Roanoke
<b>Saturday March 29, 2003</b>		
8:30 – 9:15 a.m.	Officer Installation Rehearsal	Stratford/Carter's
9:30 – 11:00 a.m.	Installation of Officers Awards Program	Stratford/Carter's

## **PBL OFFICER DUTIES**

### **President**

- Serve as chair of the State Executive Council
- Preside over council meetings and business meetings of PBL
- Appoint appropriate committees and committee chairs
- Serve as an ex-officio, non-voting member of all committees
- Maintain close and continuing communication with the state chapter adviser
- Perform duties for the promotion and development of local, state, and national PBL

### **Vice President**

- Preside at PBL meetings in the absence of the President
- Preside over officer candidates' briefing session at the state conference
- Oversee the campaign table setup at the state conference
- Preside over the officer candidates' speeches at the state conference
- Conduct the election of officers at the state conference
- Participate in activities for the promotion and development of local, state, and national PBL
- Perform other duties directed by the President

### **Secretary**

- Record the minutes of the executive council meeting
- Keep an accurate record of any business brought before the voting delegates at the annual leadership conference
- Prepare the state chapter's annual report
- Participate in activities for the promotion and development of local, state, and national PBL
- Perform other duties directed by the President

### **Treasurer**

- Assist the state office in keeping an accurate record of expenses and disbursements
- Present a financial report at Executive Council Meetings (fall and winter)
- Participate in activities for the promotion and development of local, state, and national PBL
- Perform other duties directed by the President

### **Reporter**

- Prepare state newsletters (number determined by Executive Council)
- Request material from local chapters for the state newsletters
- Participate in activities for the promotion and development of local, state and national PBL
- Perform other duties directed by the President

### **Parliamentarian** (appointed by test score)

- Advise the president of the orderly conduct of business in accordance with PBL bylaws and Robert's Rules of Order Newly Revised



## **POLICIES FOR THE ELECTION OF STATE OFFICERS MISSOURI CHAPTER OF PHI BETA LAMBDA**

### **Application and Briefing**

Each prospective candidate must file an official application form with the State Adviser. Applications are due in the State Adviser's office by **March 7, 2003**. **The State Adviser will send a list of officer candidates to verify the office sought. At that time an applicant may elect to change to another office. The state adviser must be notified of any changes by March 20.**

A local chapter may support any number of candidates; however, no two state officers shall be elected from the same local chapter. Unopposed candidates shall not be eliminated because of this restriction.

A candidate must be present for the entire conference unless approval is granted from the State Adviser.

Candidates will meet with Executive Council members at a briefing session on the first day of the conference. This is a closed session to familiarize the candidate with the duties of a state officer and to review election policies. Campaign material should be brought to the briefing for screening.

Advisers are encouraged to attend the interview and may ask questions concerning the office, but should not answer questions directed to the candidate.

### **Campaign Material and Campaigning**

Campaign literature may not be mailed to local chapters prior to the conference.

Executive Council members will review all campaign material and will have the authority to disallow campaign material. Candidates should bring samples of their campaign materials to the briefing session.

Campaign materials may be disseminated only at the first and second general sessions and during the scheduled campaigning time. There is no limit on the number of handouts or posters an individual may use. Conference attendance is approximately 250.

### **Candidates' Speeches**

All local chapter members attending the conference should be present during the general session when candidates present their qualifications.

Candidates are nominated in the following order: Reporter/Historian, Treasurer, Secretary, Vice President, and President. Nominations will not be accepted from the floor. Only candidates who have filed an official application and have met the other guidelines can be nominated.

**Candidates' Speeches (Continued)**

Nomination and acceptance speeches must be limited to four (4) minutes. Presentations may be in the form of a speech, skit, song, poem, or any combination of the above.

**Voting Delegates and Elections**

---

The number of voting delegates is determined by the current local chapter membership.

<b>Under 50 members</b>	<b>- 2 voting delegates</b>
<b>50 – 100 members</b>	<b>- 3 voting delegates</b>
<b>Over 100 members</b>	<b>- 4 voting delegates</b>

Voting delegates will be seated in alphabetical order by names of the chapters prior to voting.

All candidates for a specified office will be reintroduced preceding voting for that office. Candidates are elected in the following order: President, Vice President, Secretary, Treasurer, Reporter/Historian. Candidates must leave the room prior to ballot voting.

Officers are to be elected by a simple majority. A lack of a simple majority in the election to any office results in another vote with the two candidates having the higher number of votes being eligible for the runoff election.

If one candidate from a chapter is elected to office, any other candidate from the same chapter must withdraw, unless unopposed.

**NOTE: Any violations of the above policies could result in the candidate being disqualified.**

See the State Bylaws for additional information in Articles VI, VII, and VIII.



## MISSOURI PBL STATE OFFICER APPLICATION FORM

Each prospective candidate for a state PBL office and his/her chapter adviser must complete this form and send it to the State Adviser. Attach to this form:

- (1) a resume including qualifications for the office and plans for the next school year
- (2) a statement of recommendation from your local adviser

☐ President    ☐ Vice President    ☐ Secretary    ☐ Treasurer    ☐ Reporter/Historian

**PLEASE TYPE OR PRINT CLEARLY**

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ CHAPTER # \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRESENT CLASS    ☐ Freshman    ☐ Sophomore    ☐ Junior    ☐ Senior    ☐ Graduate Student

DEGREE SOUGHT OR PROGRAM \_\_\_\_\_ GPA \_\_\_\_\_

NUMBER OF YEARS IN PBL AND FUTURE PBL OBJECTIVES \_\_\_\_\_

CAREER OBJECTIVES \_\_\_\_\_

ORGANIZATIONAL OFFICES HELD \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**CERTIFICATION FOR PBL OFFICER APPLICANTS**

The local chapter adviser and prospective applicant should be familiar with the general regulations that govern the nomination and election of state officers presented in the State Bylaws.

The responsibility for sponsoring the state officer candidate is vested in the local chapter. Should the candidate be elected, the local adviser will serve a concurrent term as a member of the PBL State Board of Directors.

**CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_, who is the choice from our chapter, are attached. To the best of my knowledge, this applicant meets the qualifications specified in the State Bylaws for the office of state \_\_\_\_\_, and if elected, will receive the enthusiastic support of the school, chapter, and adviser(s) in the execution of the duties of this office.

LOCAL ADVISER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ CHAPTER # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**STATE OFFICER APPLICATION FORMS****MUST BE POSTMARKED BY MARCH 7****AND MAILED TO:**

Arlene Broeker, PBL State Adviser  
Department of Elementary and Secondary Education  
P. O. Box 480  
Jefferson City, MO 65102



## **POLICIES ON THE APPOINTMENT OF A PARLIAMENTARIAN**

The State Bylaws call for the appointment of a parliamentarian by the Executive Council. The state parliamentarian is appointed on the basis of the written parliamentary test given at the PBL State Leadership Conference. The member with the greatest number of correct answers on the written test is asked to serve as state parliamentarian for the following year provided he/she remains an active member in a local chapter. If this person would decline, the highest number of correct answers would determine the order in which the next participant would be asked.

**If there are no eligible participants, the Executive Council would appoint a member who meets the following qualifications and procedures:**

- a. participation in a business program
- b. have endorsement of the local chapter
- c. be recommended by the local chapter adviser

The parliamentarian is not considered an elected officer. Hence, a local chapter can have an elected officer and the office of parliamentarian at the same time.





## **POLICIES FOR THE SELECTION OF NATIONAL OFFICERS MISSOURI CHAPTER OF PHI BETA LAMBDA**

### **Application and Interviews**

Each prospective national officer must file an official application form with the State Adviser. Applications are due in the State Adviser's office by **March 7, 2003**.

National officer candidates will be interviewed by Executive Council members at a briefing session on the first day of the conference. During the interview, candidates should familiarize Executive Council members with their objectives and discuss campaign strategy, financial considerations, and other pertinent information. Advisers should attend the interview and express their support for the candidate.

### **Campaigning**

If there are two candidates running for national offices, campaign materials will need to be prepared. Otherwise, campaign material is not necessary.

A campaign booth will be assigned to the candidate(s), primarily to allow the candidate(s) or supporters an opportunity to discuss the campaign with local chapter members.

### **Candidates' Speeches**

All local chapter members attending the conference should be present during the general session when national officer candidates present their qualifications.

Nomination and acceptance speeches must be limited to four minutes. The time limit will be enforced. Only candidates who have filed an official application and have met the other guidelines can be nominated. Presentations may be in the form of a speech, skit, song, poem, or any combination of the above.

### **Voting Delegates and Elections**

Individuals who wish to seek a national office must obtain the approval of the State Adviser. The State Adviser bases the approval on the votes and attitudes of the local chapter voting delegates attending the state conference.

A state may, if it chooses, support any number of national officer candidates, but only one per office. Also, a state may have only one national officer. Therefore, if one candidate from the state is elected to office, any other candidate from Missouri must withdraw. Unopposed candidates are not eliminated because of this restriction. National officers are elected in the following order: president, secretary, treasurer, regional vice-president.

Voting on national officer candidates will be in the form of acceptance or non acceptance. If two or more individuals apply for the same national office, the voting delegates will decide which candidate to support, if any. Acceptance is determined by a simple majority.

Voting delegates will be seated in alphabetical order by names of the chapters prior to voting. The number of voting delegates is determined by the current local chapter membership.

<b>Under 50 members</b>	<b>- 2 voting delegates</b>
<b>50 – 100 members</b>	<b>- 3 voting delegates</b>
<b>Over 100 members</b>	<b>- 4 voting delegates</b>

National officer candidates will be reintroduced preceding voting. Candidates will be asked to leave the room prior to the voting.

**NOTE:** Acceptance by the voting delegates guarantees the State Adviser's approval.

**National officer candidates should not rely on state funds to cover campaign expenditures.**

**In addition to the guidelines established by the state, national officer candidates must also meet national guidelines.**



## NATIONAL PBL OFFICER APPLICATION FORM

Each prospective candidate for a national PBL office and his/her chapter adviser must complete this form and send it to the State Adviser. Attach to this form:

- (1) a resume including qualifications for the office and plans for the next school year
- (2) a statement of recommendation from your local adviser

**PLEASE TYPE OR PRINT CLEARLY**

OFFICE SOUGHT \_\_\_\_\_

SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME STREET ADDRESS \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRESENT CLASS ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

DEGREE SOUGHT OR PROGRAM \_\_\_\_\_ GPA \_\_\_\_\_

NUMBER OF YEARS IN PBL AND FUTURE OBJECTIVES

CAREER OBJECTIVES \_\_\_\_\_

ORGANIZATIONAL OFFICES HELD \_\_\_\_\_

**CERTIFICATION FOR PBL OFFICER APPLICANTS**

The local chapter adviser and prospective applicant should be familiar with the general regulations that govern the nomination and election of state officers presented in the National Bylaws.

The responsibility for sponsoring the national officer candidate is vested in the local chapter. Should the candidate be elected, the local adviser will be asked to attend national meetings and assist with various activities.

**CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_, who is the choice from our chapter, are attached. To the best of my knowledge, this applicant meets the qualifications specified in the State Bylaws for the office of state \_\_\_\_\_, and if elected, will receive the enthusiastic support of the school, chapter, and adviser(s) in the execution of the duties of this office.

LOCAL ADVISER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ CHAPTER # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**NATIONAL OFFICER APPLICATION FORMS MUST BE POSTMARKED BY  
MARCH 7 AND MAILED TO:**

Arlene Broeker, PBL State Adviser  
Department of Elementary and Secondary Education  
P. O. Box 480  
Jefferson City, MO 65102

